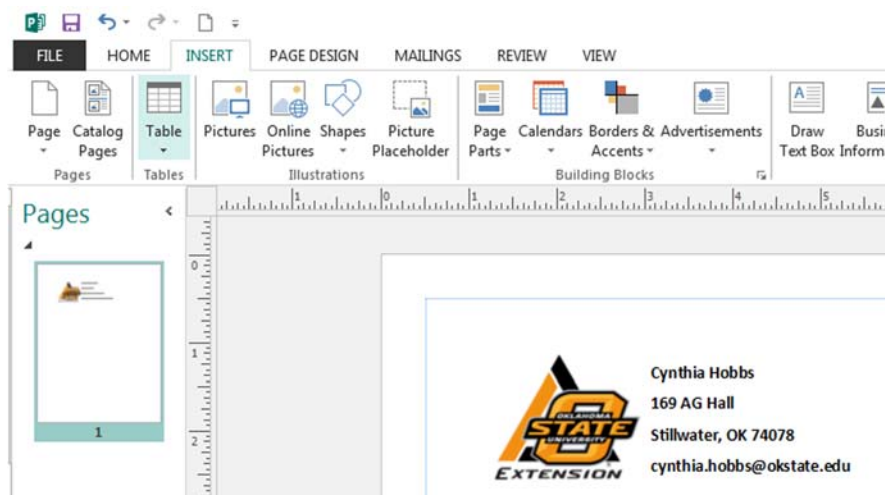


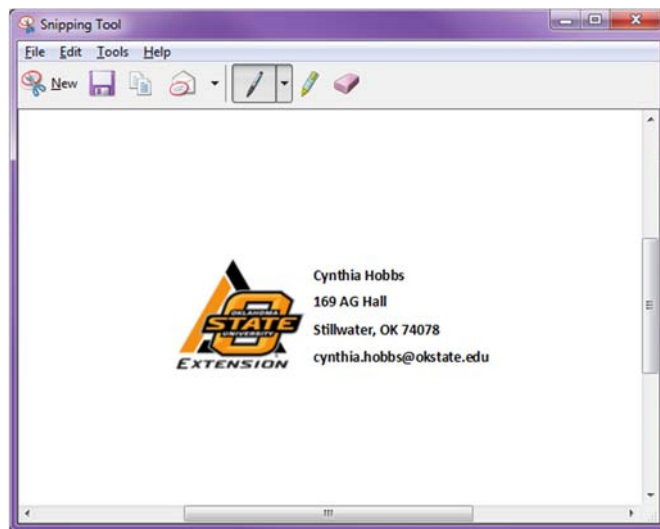
How to easily create a signature with images for Outlook 2013

Creating a signature with both text and images can be difficult from within Outlook, as Outlook is not very good at aligning the text and image(s). To make this process easier we will create the signature in Publisher 2013 and then move it over to Outlook 2013.

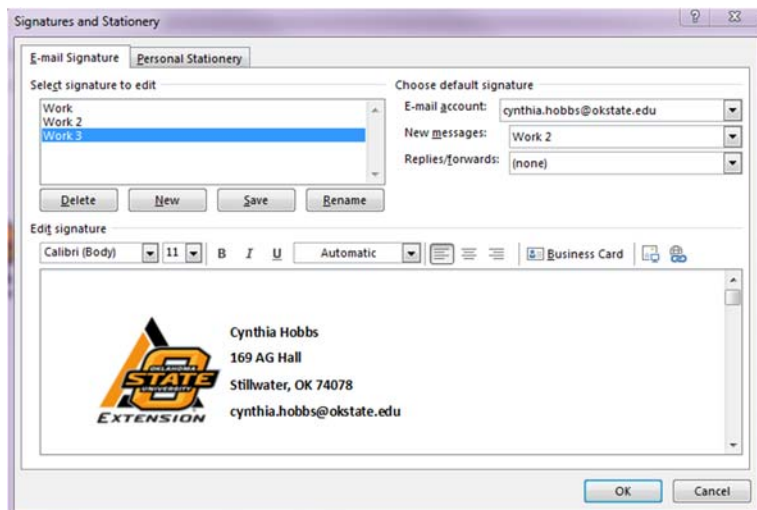
1. Open Publisher 2013.
2. Click the insert tab in the ribbon at the top of the screen.
3. Insert a text box and type in your contact information that you would like included. (Note — if you would like text in more than one place or in different areas, simply use multiple text boxes.)
4. Then insert any pictures or images that you would like to include.
5. When you are happy with the signature, click off to the side of the signature, to make sure that the text or image boxes are not selected.



6. Click start on your computer and select Snipping Tool. If it does not show when you click start, then you will need to search for it. (Note — the Snipping Tool is a feature of Windows 7, if you do not have Windows 7, you will not have the Snipping Tool.)
7. When the Snipping Tool opens it will slightly grey out the screen. Simply click and drag the cursor over your entire signature.
8. Click the Copy button at the top of the Snipping Tool window.
9. Open Outlook and then create a new email.
10. Click Signature in the ribbon and then click Signatures in the drop down list.



11. Click New in the Signatures and Stationery window and then name your new signature.
12. Right click in the edit signature text box and choose paste.
13. Change the New messages and Replies/forwards to the correct signature.
14. Click OK at the bottom of the Window.



Your new signature will now be used on new emails and when replying to or forwarding emails.